

## **Macintosh computer shortcuts**



Move Insertion Point One Word at a Time
 + Left/Right Arrow Keys
Move Insertion Point One Paragraph at a Time
 + Up/Down Arrow Keys
Select or de-select individual characters depending on selection status
 Shift + Up/Down Arrow Keys
Select One Line at a Time from Insertion Point
Shift+ Left/Right Arrow Keys
Select or de-select one word at a time (including punctuation)
+ Shift + Left/Right Arrow Keys
 Select one paragraph at a time: + Shift + Up/Down Arrow Keys
Select entire sentence: + Mouse Click
Select an entire paragraph from hard return to hard return.
Triple Click (no need to rush the three clicks)
Move forward/backward sequentially through entry spaces in dialog boxes.
The space will be automatically highlighted, so any existing text will be deleted with the
first keystroke.
 Tab/Shift-Tab Select/de-select radio button/check box choice
 + First letter of radio button/check box choice
Move cursor to the beginning to the line
"7" Key on numeric keypad  Move cursor to the end of the line
"1" Key on numeric keypad
 View Menu: Ruler → + R
 View Menu: Ribbon + COption + R
 Customize Toolbar
Tool Menu: Preferences: Toolbar (Icon): Customize
The toolbar is the set of icons that appears at the top of the screen as a default position.
This can be customized for any menu function and many dialog box choices. Rather
than open windows or drag and click of menus, a single click can initiate the functions
you use most often. This dialog box allows you to choose the function and the icon to
represent it on the toolbar. You may also choose the location. Putting the Toolbar to the
side will increase the amount of visible text and therefore reduce scrolling.
Amount of automatic spacing before of after a paragraph.
Format Menu: Paragraph: Before/After
Many users press the Return key a second time to create space between paragraphs.
 This function saves the extra keystroke.